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CHAPTER 18

**DEPOSIT FUND, SUSPENSE,
and GENERAL FUND CLEARING ACCOUNTS**1801 GENERAL

★ 180101. These accounts are used when the proper disposition, account, and/or amount to be credited are not known when the collection is received. Unidentified collections that ultimately will be credited to a receipt, appropriation, or fund account within the Federal Government will be held temporarily in a Budget Clearing Account. Other unidentified collections that will be credited to an individual or non-U.S. Government organization will be held temporarily in a Deposit Fund Account. See the DFAS-IN Manual 37-100-FY for the listing of accounts and various limits.

★ 180102. Accounting activities will ensure that all amounts in the deposit fund and budget clearing accounts are properly documented, supported, and cleared. Actions will be taken to clear the transactions within 90 days of date recorded unless otherwise specified. Transactions in Budget Clearing Account F3875 with limits .1111, .0300, .0400, .0500, .0600, .0700, .3950, .3951, .3960, .3961, Budget Clearing Account F3885.0000 and Deposit Fund Account X6501.0000 do not have to be cleared within 90 days. The limits for chargebacks must be cleared within 60 days. Make a special effort to clear balances by fiscal year end. If items cannot be cleared through normal process, review for a potential loss of funds investigation. See the Department of Defense Financial Management Regulation (DoDFMR), Volume 5 for further guidance on loss of funds investigations.

1802 REPORTING REQUIREMENTS

★ 180201. At least quarterly, accounting activities will reconcile the deposit fund, suspense, and general fund clearing accounts to the "DO Deposit Fund Activity" listing. The accounting activity will use the DO Deposit Fund Activity listing and their subsidiary ledgers and files to prepare the RCS CSCOA-27 (Report of Deposit Fund Balances) report. See Chapter 28 for specific reporting requirements.

★ 180202. Monthly, accounting activities will prepare the Monthly Suspense Account Report which shows the age of the suspense account balances. See Chapter 28 for the specific reporting requirements.

1803 USE OF DEPOSIT FUNDS AND SUSPENSE ACCOUNTS

★ 180301. F3875. Unidentified remittances that ultimately will be credited to a receipt, appropriation, or fund account within the federal budget will be held temporarily in Budget Clearing Account F3875. Check and EFT payments cannot be made from Budget

Clearing Account F3875. Transfer the amount to deposit Fund Account X6500 for disbursement.

★ 180302. Deposit Fund Accounts.

★ A. X6500, Advances Without Orders from Non-Federal Sources. Use this account to credit unidentified remittances from the public that do not affect the Federal Budget. This account is used to record monies from unknown sources or for unknown purposes that do not belong to the Federal Government and ultimately will be returned to a non-Federal entity.

★ B. X6501, Small Escrow Amounts. Use this account to credit amounts received from outside sources for which the government acts solely as a banker, fiscal agent, or custodian and amounts held by the government awaiting distribution on the basis of a legal determination or investigation. For example, security deposits, proceeds for bids for disposable personal property, contract holdbacks pending litigation, monies withheld from vendor payments, etc.

★ C. X6276, Other Federal Payroll Withholding, Allotments. Use this account to credit amounts held by the government as allotments from pay authorized by a service member to be paid to a non-Federal payee. For example, held pay, allotment deductions and collections for soldiers, etc.

★ 180303. Transactions that Fail Appropriation Validations or Cause an Out-of-Balance Condition. Disbursement, reimbursement, and collection transactions included on the Statement of Accountability (SF 1219) and reported in the Statement of Transactions (DD Form 1329) or Statement of Interfund Transactions (DD Form 1400) which contain invalid appropriation symbols may need to be reported temporarily in Budget Clearing Account F3875 and Undistributed Intergovernmental payments Budget Clearing Account F3885 respectively. The DD Form 1329 must balance to the net disbursement figure of the related SF 1219. Additionally, an out-of-balance condition may occur when the electronic transmission of the SF 1219/DD Form 1329 contains errors or garbled data. Use account F3875 if time constraints do not allow for the data to be resubmitted.

★ 180304. OPAC Transactions. Record OPAC transactions that remain unclassified at month-end as a summary total in account F3885.0070. Retain detailed transactions for audit and reconciliation purposes.

★ 180305. Lockbox Collections; Lockbox collections and Department of Justice lockbox collections should be credited to Budget Clearing Account F3875.0111 pending the identification of the appropriation to be credited.

★ 180306. Parking Fee Taxes. Federal agencies may provide an allowance for parking fees incurred by employees in the normal performance of duties subject to restrictions prescribed by law. When an employee's monthly allowance for parking is higher than the actual amount of the parking fee, the difference is considered taxable income and is subject to FICA,

MEDICARE, and Federal Income Taxes. Credit these taxes to the appropriate limit of Budget Clearing Account F3875. See DFAS-IN Manual 37-100-FY for the appropriate limits.

★ 180307. Contract Holdbacks Pending Litigation. These are funds withheld from a contractor payment pending court determination of a liability for a disputed amount. Credit these funds to Deposit Fund Account X6500.0000.

★ 180308. Collections from Contractors for Debts Owed the Government. Credit these collections to Budget Clearing Account F3875.4000 pending distribution to appropriate appropriation. If the ultimate appropriation is known at time of collection, process the credit directly to that appropriation.

★ 180309. Collections from Individual Pay Accounts. See DFAS-IN Manual 37-100-FY for the various limits under Budget Clearing Account F3875 to use for collections of FICA, MEDICARE, civil service retirement, etc.

★ 180310. Directorate for Central Disbursing (DCD) Suspense History Items.

A. The following procedures will be used for activities receiving disbursing support from DCD:

1. DCD will send a monthly notification to all accounting activities when a suspense history line in F3875.1110/.2220 is created. If a suspense history line in F3875.8825 is created and it is the result of an out of balance condition between an accounting activity RCS CSCFA-302T and the RCS CSCFA-302A, the line will be included in the notification. Other errors defaulting to F3875.8825 will be corrected by DCD. The notification will be accompanied by two files: (a) susapr00.xls - containing suspense history transactions that are not older than two accounting months, and (b) cbsusapr00.xls - containing suspense history transactions older than two accounting months.

2. Each accounting activity will be responsible for clearing all transactions during the first two accounting months following the month the transaction appeared in suspense history. If the transaction is not cleared by the end of the second month, DCD will clear the suspense history line using the chargeback procedures in paragraph 3 below. This will happen in the third month following the month the transaction appeared in suspense history. For example, an accounting activity submits an erroneous line on the RCS CSCFA-302T that defaults to suspense history in August 2000. The accounting activity must clear this NLT October 2000. If the transaction is not cleared by October 2000, DCD will issue a chargeback to the accounting activity in November 2000.

3. DCD will record the chargeback in Budget Clearing Account F3875.3000 and the FSN of the submitting accounting activity. This will be accomplished on a SF 1081 through SRD-1 using a specific standard document number (SDN). For example, SDN S361110003908 is broken out as follows: position 1, S, identifies a suspense history transaction; positions 2-3, 36, is the submitting DPI; positions 4-7, 1110, is the limit to which the error

defaulted; positions 8-10, 003, is the year and month in which the error was created, and positions 11-13, 908, is the original disbursing year and month.

4. Each accounting activity will accept the transaction into their Budget Clearing Account F3875.3000. F3875.3000 will only be used for DCD suspense history chargebacks. The accounting activity is responsible for clearing transactions in this limit within 90 days of receipt of the transaction.

1804 RECERTIFIED AND LIMITED PAYABILITY TRANSACTIONS

180401. See DoDFMR, Volume 5 for additional guidance on this subject.

180402. The F3880 account is a clearing account used to hold credits/chargebacks for recertified and limited payability transactions pending their transfer to the appropriation charged on the original payment. The F3880 account will not be charged directly for any payment.

180403. Within 30 days of receipt of a recertified or limited payability credit/chargeback, the accounting activity must transfer the credit/chargeback to the appropriation originally charged for the payment. DCD will transfer credits/chargebacks to their supported accounting activities' F3880 account (i.e., OPLOC). The accounting activity will then be responsible for transferring the credit/chargeback to the original appropriation. Use the guidance below for transferring these credits/chargebacks:

★ A. If the original appropriation has been canceled, transfer the credit to 21R3200 and transfer the chargeback to a current appropriation available for the same general purpose as the original appropriation. Chargebacks will initially be established as refund receivable using EOR 4600 and special project 9955.

B. If more than one appropriation was initially charged for the payment, split the credit/chargeback among the different appropriations.

C. If the credit/chargeback belongs to another fiscal station, transfer the credit/chargeback to that fiscal station.

180404. Establish an accounts payable for credits transferred to the original appropriation. Use special project 9955 along with the original line of accounting. These credits may only be used to satisfy a recertified or limited payability claim.

180405. If a recertified check claim is paid prior to receipt of the recertified credit, charge the payment to the same appropriation as charged for the original payment and establish a refund receivable (use EOR 4600). When the recertified credit is received, clear the refund receivable.

180406. Accounting activities must maintain records of all recertified and limited payability credits/chargebacks received and all actions pertaining to those transactions. These

records must support the accounting records for the appropriation credited/charged and should include all necessary information to properly validate a request for a second payment.

180407. Limited payability credits will remain in the appropriation from which the check was originally issued until disbursed to satisfy a claim, returned to Treasury in accordance with yearend procedures for canceling accounts, or transferred to a miscellaneous receipt account. Return limited payability credits that are in annual and multi-year appropriations to Treasury when the appropriation cancels as part of the yearend process. Retain limited payability credits in no-year appropriations until the end of the fifth fiscal year after the fiscal year in which credit was received. At the end of the fifth fiscal year, transfer the credit to 21R1060, Forfeitures of Unclaimed Money and Property.